

City of Sedona TEMPORARY USE PERMIT APPLICATION

Permit No.
Date Received
Deposit Amt

Note: Applications received less than 30 (thirty) days prior to a scheduled event may not be approved.

1.			
	Name		
	Address		
	Phone NoCell Phone No		
	Contact name and phone number (if other than above)		
2.	Event Information: (please be specific, i.e. retail sales, car show, art show, etc)		
	Type of Event		
	Date/Time		
	Location		
<u>;</u>	Assessor's Parcel Number		
	Event Category Classification (Please note that different fees apply for different categories):		
	A. Existing Commercial BusinessB. Organized Outdoor Community Event		
	C. Fund-Raising Activity D. Christmas Tree Lot		
	E. Construction Support Activity F. Film Permit		
	G. Accessory Parking Facilities H. Temporary Use Activities		
	Are you utilizing off site vendors or businesses that are NOT physically located on the subject property?		
	Yes NoIf Yes, please list		
	Please be advised all vendors must have a current City of Sedona Business License.		
3.	Do you own the property on which the event will occur? YesNo		
4.	Estimated attendance		
5.	Will alcohol be served or sold at this event? Yes No		

6.	Is on-site parking available? Yes No If no, please indicate arrangements to accommodate public parking and attach a parking plan. If no arrangements have been made, please indicate below the methods of traffic control you intend to use:
7.	Provide plans showing type, locations(s) and number of signs that will be used to promote this event. If signs will be located in the ADOT right-of-way, please provide a copy of the ADOT permit with this application. Description of signs:
8.	What sanitary facilities are available on site?
9.	Are trash bins and/or recyclable receptacles available on site? Yes No Please describe what will be done to prevent the accumulation of trash and/or debris that may result from the event and address how you intend to recycle applicable materials.
	Will food be made available at this event? Yes No If yes, will it be prepared on-site or at another location? Please attach a copy of the health department permit or other letter of authorization or exemption.
li.	Will a first-aid station be provided on-site for this event? Yes No If yes, please describe.
12.	Has it been determined that a Hold Harmless agreement with the city is necessary for this event? YesNo If yes, has the agreement been completed? YesNo If so, please attach a copy.
13.	Will the proposed event involve the use of city property or public right-of-way? Yes No If yes, please attach letter of approval from the applicable agency or jurisdiction.
14.	Has liability insurance been obtained to cover this event? YesNo If yes, please provide proof of insurance with this application. If no, please explain.
15.	Is the City of Sedona named as additionally insured? Yes No If no, please state explain.

10.	If yes, what is the amount? \$ Is bond attached? Yes No If no, please state reason
17.	Estimate gross sales or donations \$ Transaction Privilege Tax Number Non-profit 501C 3 Number (if applicable)
18.	Will loud music or other sounds, which may be potentially disruptive to area neighbors, be associated with this event? Yes No If yes, please describe proposal to mitigate any potential adverse impacts.
19.	On the following page, please provide a detailed site plan showing any and all tents, structures, electrical details, outside lighting, traffic control and fire control methods and all other details associated with this event.
20.	Do you have a tent permit from the Sedona Fire District? YesNo If yes please attach to this application.
	Note* All tents require a tent permit from the Sedona Fire District per the attached 2003 International Fire Code standard. You may contact the Fire District office at 928-282-6800 or at 2860 Southwest Drive.
21.	Please provide a detailed description of your event. Explain the nature of the event, how the event will not create a nuisance, hazard or interfere with neighboring properties, that the location will not create a traffic hazard or parking problems, how the area will be kept clean and free of litter and debris, and how the landscaping and natural vegetation will be protected. (attach a separate sheet if necessary)

	SITE PLAN
	OFFICE USE ONLY
DEPARTMENT APPROVALS: Community and Economic Developed	mant Dangetmant
 Police Department 	ment Department
• Fire Department	
Parks and Recreation Parks and Recreation	
Building DepartmentRisk Management	
Bond Required? Yes No Amount rec	quired \$
Business License, current	
• Category: A B C D E F	es No Date received
r ου φr crimit ree para? To	CS 14U Date received
Permit approved by	date